

**Washington State Board of Health  
Policy & Procedure**

**Policy Number: 2001-004**

**Subject: Letters of Support from the Washington State Board of Health**

**Approved Date: March 14, 2001**

**Policy Statement:**

The Washington State Board of Health (SBOH) is authorized to explore ways to improve public health and the health status of the citizenry. In some instances this responsibility may be served through public statements in support of public health programs, policies, grant or funding initiatives proposed by other governmental units or private non-profit entities. This policy provides a set of criteria to assist Board members in their decisions related to issuing such a letter of the Board's support.

**Procedure:**

Any unit of state, local, or tribal government or any private non-profit entity with a public health mission may ask the Board for a letter of support for a public health program, policy, grant or funding initiative. Requests for such support should be addressed to the Chair. The request should include a copy of all material the requester may have prepared for the prospective funding or approval agency that describes the proposed program, policy or budget initiative. The request should also explain the potential public health benefits or health status improvements, which are anticipated as a result from the program, policy or funding initiative. The request, including sufficient information upon which to make a determination under this policy, may not be acted upon in fewer than 14 days of its receipt at the Board's Olympia office. The request may be approved or denied by the Chair, or, at his or her discretion, may be submitted to the entire Board for disposition at any regularly scheduled meeting.

The Chair or Board shall consider the following criteria when approving or disapproving a request:

- The requester is a duly authorized unit of state, local or tribal government or a not for profit agency registered and authorized to transact business in the State of Washington with a mission related to public health.
- The program, policy or funding initiative is consistent with one or more of the Board's approved priorities, or the project advances public health in a way the Board finds to be particularly important because of some emerging public health threat or some long standing, but heretofore inadequately addressed public health issue, and
- In the Board's opinion, the requester's proposed program, policy or budget initiative is thoughtfully conceived, contains realistic goals and outcome targets and seems within the requester's capability to accomplish.

In the event the Board receives more than one request for a letter of support for a competitive grant, the Board may approve more than one request so long as each request satisfies the criteria for approval.